| Title: DIVISION QUALITY CONTROL (QC) INSPECTIONS | Number: D65-10-04 | Revision No.: OD | Effective Date: 4 March 97 |
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STANDARD OPERATING PROCEDURE D65-10-04

From: D65
To: D65 Division

Subj: DIVISION QUALITY CONTROL (QC) INSPECTIONS

Ref: (a) SOP D65-10-01 Division Receiving Inspections
(b) SOP D65-10-02 Division In-Process Inspections
(c) SOP D65-10-03 Division Final Inspections
(d) SOP D65-13-01 Division Control of Nonconforming Product
(e) SOP D65-16-01 Division Quality Records

1. Purpose. To establish a system and provide instructions for the performance of Quality Control (QC) inspections.

2. Scope and Application. This procedure applies to all Quality Control (QC) inspections on products of the Division. This procedure also assigns responsibilities for performing and recording these QC inspections.

3. Procedure. All products are subjected to QC inspections upon their completion and can be inspected by QC inspectors anytime during the process. Final inspections are witnessed by Quality Control (QC) inspectors or trained and certified production inspectors. Specific final inspection requirements are determined jointly by the "performing" Branch and Quality Assurance (QA). Final inspection requirements and related instructions are approved by QA and are communicated to the QC inspectors by written instructions.

a. Final Inspection Requirements - As a minimum, final inspection requirements include the following:

(1) Review of the work order documentation to ensure that all specified operations, processes, receiving inspections, and in-process inspections are signed off.

(2) Visual inspection of product to ascertain that all specified operations are completed and to detect any visible quality problems.

(3) Performing and recording required measurements and testing to evaluate product conformance/performance.

4. Inspection of Item. The item should be inspected in the following areas:

a) General Appearance
b) Mechanical
    1. Hardware: missing, loose, damaged, etc.
    2. Paint / Anodizing / etc.
    3. Functional
c) Electrical
    1. Soldering
    2. Conformal Coating
    3. Connector Condition
    4. Wiring

5. Review of Paperwork The paper work is reviewed for accuracy and completion in the following areas:

a) Test Data Sheets
    1. complete
    2. signed / dated
    3. data in tolerance
    4. Test Procedure (TP) : correct rev, part number (p/n), NSN, approved by QA, latest rev, etc.
b) Traveler
    1. complete
    2. signed / dated

6. Test Equipment The test equipment and documentation is checked for the following:

a) In Calibration
b) as listed in the TP

7. Certifications The technicians /

a) soldering certification
b) ESD certified

If a product passes all the reviews, inspections, and testing, an Electronic Equipment Evaluation Control Form (EEEC), the customer feedback form , and Traveler is prepared, which is signed and dated by the technician and the QC inspector. The EEEC and Traveler must contain the following information:: serial number, model number, NSN, P/N, nomenclature, parts changed, and actions performed. The product is then moved to the "finished products" storage area.

b. Final Inspection Records - Records of the final inspections are made by the QC inspector and technician signing and dating the EEEC and Traveler. These signatures indicate that the product or item inspected met sponsor/customer requirements and/or product specifications. The QC inspectors shall maintain records of inspections performed,. failures and statistical information. The EEEC and Traveler together with other product quality records, such as material certificates and documents established during the other inspections, are preserved as permanent records within the Division (see Procedure SOP-16-01, Quality Records).

c. Nonconforming Product - If a nonconforming product is identified, the operator labels the product with a REJECTED sticker or tag and initiates a nonconformity report in accordance with Procedure SOP-13-01, Control of Nonconforming Product. The product is labeled REJECTED and is moved to a designated area. Copies of the nonconformity report are forwarded to Quality Assurance (QA).

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